

Department of Building & Zoning Services

Scott Messer, Director

757 Carolyn Avenue, Columbus, Ohio 43224-3218

CONTRACTOR COMPLAINT FORM

Please complete this form, have your signature notarized, and return form to Department of Building and Zoning Services, 757 Carolyn Avenue, Columbus, Ohio 43224

Attn: Secretary of the Board for:

- ☐ Electrical Contractors Board (614) 645-6076
☐ General and Home Improvement Contractors Board..... (614) 645-6371
☐ HVAC/Hydronics Board (614) 645-3270
☐ Plumbing Contractors Board..... (614) 645-6340
☐ Refrigeration Contractors Board (614) 645-3270
☐ Unlicensed or Unregistered Contractors
Building Investigation Team (614) 645-2389

If you have questions, please contact the phone number for the above checked trade.

DATE: _____

ADDRESS OF SITE WHERE WORK WAS PERFORMED:

COMPLAINANT INFORMATION:

Name: _____

Address: _____

Home Phone: _____ Business Phone: _____

E-Mail Address: _____

If you are an inspector with the Department of Building and Zoning Services, please indicate the date when you witnessed the work performed: _____

PROPERTY OWNER INFORMATION (Complete if different than complainant):

Name: _____

Address: _____

Business Phone: _____ E-Mail Address: _____

CONTRACTOR INFORMATION:

Name: _____ License or Registration number: _____

Name of Company: _____

Company Address: _____

Business Phone: _____ E-Mail Address: _____

Were you informed by a representative of the company that they were licensed or registered to perform in the City of Columbus?

To your knowledge, was the proper permit(s) obtained for the scope of work completed? ☐ YES ☐ NO

What was the original date of the agreement or contract? _____

What date was the job initiated? _____ What date was the job completed? _____

Did anyone other than the contractor purchase any of the materials? ☐ YES ☐ NO If yes, by whom: _____

Please describe your complaint regarding the work completed and include copies of any documentary evidence to support your complaint. (i.e.: contract or agreement, permit forms, inspection reports, notes, front and backs of cancelled checks, etc.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Signed: _____ Date: _____

Sworn to before me and subscribed to in my presence this _____ day of _____, in the year of _____

Notary _____ My commission expires _____

Notary seal here:

Reviewed by: _____ Date: _____